



Melksham Neighbourhood Plan

Steering Group Meeting

1 Swift Way, Bowerhill, Melksham

Date: Wednesday, 15 May 2019

Start: 6pm

Present

Steering Group Members

Cllr. Alan Baines (MWPC)
Cllr. Tony Watts (MTC)
Cllr. Phil Alford (WC)
Cllr Richard Wood (MWPC) - Chairman
Cllr Adrienne Westbrook (MTC)

Officers

Teresa Strange (MWPC)
Jo Eccleston (MWPC)
Lorraine McRandle (MTC)
Jeff Mills (MTC)

ii. Community Representatives

Rolf Brindle (Transport)
Shirley McCarthy (Environment)
Colin Harrison (Chamber)

1. Welcome & apologies:

Apologies had been received from Mike Sankey, Linda Roberts and John Glover with Cllr Alan Baines substituting.

2. Declaration of Interests

There is a standing declaration of interest from Teresa Strange as a Trustee for Young Melksham.

3. Terms of Reference:

3.1 To appoint Chair and Vice Chair

Cllr Phil Alford nominated Richard Wood as Chair, with Cllr Adrienne Westbrook seconding.

Cllr Adrienne Westbrook nominated Tony Watts as Vice-Chair which was seconded by Rolf Brindle.

RESOLVED: Councillors Richard Wood and Tony Watts were duly elected Chair and Vice-Chair respectively.

4. **Public Participation (1 member of public present)**

The member of public did not wish to speak.

5. **Minutes of the last meeting:**

a) **Agree minutes of meeting held 1 May 2019:**

RESOLVED: The minutes of the meeting held on 1 May 2019 were formally approved and signed as an accurate record by the Chairman.

b) **Matters Arising:** Melksham Without Parish Council having recently looked at defining areas of 'Employment land' in the parish with regards to Brownfield Policies informed the meeting, they wished their recommendations to the Employment Land Review on 24 September 2018 to be included in the Neighbourhood Plan and to be defined as Employment Land for the relevant brownfield policy.

It was noted in the Employment Land Review in 2018 there was potential for employment land allocations in Melksham, as there is a forecast demand, but insufficient supply.

RESOLVED: To approve the designation of additional employment land as per Melksham Without's submission to Wilts Council

6. **Finance Report**

a) **Current Budget:** This had not changed from the previous meeting on 1 May ie: current expenditure to date £25,414.86 with £15,389.86 funded jointly by Melksham Town and Melksham Without Parish Council.

b) **Grant Funding Update**

Teresa explained there was some good news regarding grant funding, having completed the End of Year Grant Form. Following a change in policy by Locality, any unspent funds could be carried forward to undertake any uncompleted work as stated in the grant application.

Therefore, £2,900 was available to help contribute towards the cost of taking the plan through to Reg 14 stage, which would require a Variation of Grant with the opportunity of applying for further grant funding to get through to Reg 16 stage later in the year.

7. Draft Policy Document

a) To consider next steps following the outcome of the respective council meetings on 13 May regarding moving forward with the Joint Neighbourhood Plan

Jeff confirmed that Melksham Town Council had agreed to move forward with new consultants to produce a Neighbourhood Plan and if a policy only document expedites the process they were happy with this option and had resolved to set aside £5000 in the budget.

Teresa confirmed that Melksham Without in order to progress the Neighbourhood Plan had pledged £7,500 and were happy to have a policy only type plan if this expedited the process to pass the tight deadlines.

b) Update on feedback from those consultants contacted regarding bringing the plan up to Regulation 14 Stage.

Jeff had produced a report explaining the various consultants who had been contacted and their responses.

It was explained that the various consultants were seeking sight of various documents in order to produce a quote on what work was outstanding, it was also anticipated that quotes would be received by the end of the week. Therefore Jeff, sought a steer from the group on what documents were available to send to consultants and a way forward once the quotes had been received, given the tight timeframe.

RESOLVED: For Teresa and Jeff to liaise over what documentation to send to consultants.

That along with officers from each Council, Cllr Watts, MTC and Alan Baines, MWPC, with any other members of the Steering Group (if available) meet with consultants as soon as possible, having gone through the various quotes received to ascertain if they met the requirements of the group.

To delegate authority to this group to appoint a consultant to move the plan forward.

c) To consider what work is required to get the plan to Regulation 14 and beyond

Tony explained the group needed to co-ordinate photos to include in the plan.

Teresa explained we group had access to a bank of photos from a local photographer who had given Copyright permission. If having only a policy document for Reg 14, there was no rush, but going forward to Reg 16 the plan would be fuller and this was the time to look at photos, along with other information to include in the fuller plan.

Teresa explained the Steering Group had previously applied for Technical Support for a Sustainability Appraisal to be undertaken by AECOM and they had confirmed they were in a position to do this.

Officers felt there were some things that had gone missing from the Plan and that officers would meet to review the minutes and produce a list for consultants if appropriate.

RESOLVED: Officers from each parish to meet and go through the various iterations of the draft plan to check nothing had been missed.

8. Update on Site Selection

Teresa explained she and Alan Baines had meet with Danny Everett, Wiltshire Council, Drainage Engineer on the allocated site regarding proposed flood alleviation.

It was noted the agents had produced their own flood alleviation plan, however, Wiltshire Council were not happy with the one produced and were seeking a revised flood alleviation scheme. Unfortunately, modelling on the Southbrook catchment will not be finished until the Summer and so the scheme cannot be run through the modelling. Therefore it was suggested wording in the plan need to state 'this site is allocated pending a flood alleviation scheme, to be approved at a later date.

9. Next meeting date:

Wednesday, 29 May 2019 at 1 Swift Way, Bowerhill.

Signed:

Chairman of MNPSG

Date: